



Sheraton-Fredericksburg Resort & Conference Center

Sheraton Hotels, Inns & Resorts Worldwide
The hospitality people of **ITT**

I-95 & VIRGINIA ROUTE 3, P.O. BOX 7047
FREDERICKSBURG, VIRGINIA 22404
703/786-8321

April 9, 1986

STAT

[Redacted]
Central Intelligence Agency
OL-INSS
Washington, DC 20505

STAT

Dear [Redacted]

Thank you for choosing the Sheraton-Fredericksburg Resort and Conference Center.
It is a pleasure to confirm definite reservations for you as follows:

Guest Accommodations

Arrival date: 10/7/86
Departure date: 10/8/86
Accommodations: ~~10~~ 11 rooms
Rates: Single \$53.00; Double \$63.00

Meeting Function

Function: Meeting
Date & time: 10/7 8am-5pm; 10/8 8am-4pm
Number of attendees: ~~17~~ 16
Rental charge: n/c

Meal Function

Function: Breakfast/Lunch/Dinner
Date & time: 10/7 lunch & dinner; 10/8 breakfast & lunch - times tba
Number of attendees: ~~17~~ 16

Billing Instructions: Everything to be direct billed

Check in time is 3pm and check out time is 12N. The hotel requires the return of the reservation forms/rooming list by September 7, 1986 which is four weeks prior to arrival and the cut-off date for reservations.

Please submit in writing information regarding your room setup and all meal requirements to us three weeks prior to arrival. The above function space may be adjusted to conform with guaranteed attendance.

If the above arrangements meet with your approval, kindly sign the attached copy of this letter and return to us by May 9, 1986.

Sincerely,

Jeanne S. Vice

Jeanne S. Vice
Group Sales Coordinator

Convener _____ date _____

JSV/jr

OL/IMSS

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